

ENVIRONMENTAL PLANNER

DISTINGUISHING FEATURES

The fundamental reason the Environmental Planner exists is to create, coordinate, and facilitate city policies and programs to protect the environment and promote a sustainable community in the Planning Systems Department. This classification may supervise depending on the assignment. Work is performed under general supervision by a director level position. The Environmental Planner is distinguished from the Environmental Coordinator by the greater degree of complexity of tasks and assignments.

ESSENTIAL FUNCTIONS

Provides oversight and promotes communication on environmental issues important to the organization.

Plans, reports, and tracks compliance with environmental laws, and coordinating and facilitating environmental issues.

Serves as the central source of information on environmental issues for the organization and the community, and ensures that the City is aware of proposed environmental standards, trends and technologies.

Provides management level policy advice to the City Manager and staff regarding environmental issues and activities.

Monitors the activities of City departments to ensure that environmental sensitivity is being considered in operations and in the provision of services.

Participates in the development and maintenance of and organizational Environmental Management System.

Identifies ways that the City can be more effective in managing environmental issues, including consolidation of functions where appropriate, establishment of teams to address specific issues, and establishment and promotion of environmental values and objectives.

Facilitates a broad organizational perspective on key environmental issues, and acts to provide balance on environmental policy decisions.

Establishes and maintains effective working relationships with city staff, federal and state agencies, members of the press, citizens, and the general public.

Promotes innovation, proactivity, efficiency, and effectiveness in the City's management of environmental issues and the protection of our resources.

Promotes cross-departmental sharing/training of responsibility for the City's environmental programs.

Serves as the staff liaison to the Environmental Quality Advisory Board

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Principles, practices and methods used in management of environmental compliance issues
Federal, State, and local environmental laws, and regulations

Ability to:

Operate a variety of standard office equipment, including a personal computer that require continuous and repetitive eye and arm or hand movement

Foster, adapt to and manage change

Effectively communicate verbally and in writing with all levels of City staff and the general public

Manage multiple projects and/or activities simultaneously.

Lead team activities

Be self-motivated and able to work independently

Use a personal computer, a variety of computer software, and other equipment essential to performing daily activities

Maintain regular consistent attendance and punctuality

Education & Experience

Any combination of a bachelor's degree in Urban Planning, Architecture, Geography, Environmental Sciences, Public Administration, or a related degree and five years recent professional environmental management. Must be experienced in the development of public policy and its impact on our citizens.

FLSA Status: Exempt

HR Ordinance Status: Unclassified